

1520.04 Change in Compensation or Other Conditions of Employment

Issued January 1, 1994

SUBJECT: Change in Compensation or Other Conditions of Employment.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide a mechanism for departments to seek changes in compensation or conditions of employment for MSCs or NEREs.

CONTACT AGENCY: Department of Management and Budget (DMB) - Office of the State Employer (OSE).

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SUMMARY: This section specifies the procedure to follow when seeking changes in compensation or conditions of employment for employees who are not exclusively represented. Such changes normally must be approved by the Civil Service Commission and compensation changes must be timed so as to coincide with the State budget process.

APPLICABLE FORMS: None.

PROCEDURES:

Requesting Department:

- Documents the requested change in writing, specifying:
 - Proposed change.
 - Number of employees involved.
 - Classification(s) of employees involved.
 - Operational effects.
 - Costs (or savings) associated with proposed change.
 - Analysis of how proposed change will enhance operations.
 - Statewide impact, if any.

Department Director (or designee):

- Reviews request and approves (with or without modifications), or denies.
- If approved, sends to the OSE.

OSE:

- OSE receives request and determines if proposal could affect more departments than just the requestor. If yes, contacts other departments for comments.
- Assesses merits of request and responds to requestor in 1 of 3 ways:
 - Holds request in abeyance until next coordinated compensation process.
 - If appropriate, formats change as a Civil Service rule change and transmits to the State Personnel Director for action by the Civil Service Commission.
 - Denies request.

Department Director (or designee):

- May request reconsideration if OSE denies request. Contacts OSE and provides reasons for reconsideration.

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